



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52523_Amended

PROMOTIONAL OPPORTUNITY

POSITION TITLE: SENIOR MANAGEMENT ANALYST **JG: 28**

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
45 Monroe Place, Brooklyn, New York 11201

BASE SALARY: \$ 88,329 + \$ 3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: One year in the Management Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Senior Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office, or to other court administrators or administrative judges, for supervising a number of complex, on-going, projects involving research, analysis, planning, and policy formulation related to court administration and management. Senior Management Analysts also participate in complex study projects under the direction of Principal Management Analysts, or work with substantial independence from supervision on individual research projects, and perform other related duties.

ASSIGNMENT:

The position of senior supervisor of the General Clerk's Office and Data Entry Department within the Appellate Division, 2nd Department includes, but is not limited to, the following duties: responsible for training, supervising and evaluating all staff assigned to the Clerk's Office; directly assisting the general public; intake of records, briefs and other court materials; interaction with internal and external court agencies; inspecting all court filings to ensure adherence to the requirements of the court; collecting all fees/monies and daily reconciling revenues received; providing revenue reports; data entry including adding necessary updates; recording of filings including records, briefs, appendix, exhibits, correspondence, decisions, etc.; interacting with all court personnel as well as troubleshooting issues and working closely with the Deputy Clerks. The successful applicant must possess an expert knowledge of Appellate Division Second Department rules and procedures; strong leadership qualities including exceptional customer service skills; managerial and supervisory experience; strong interpersonal and communication skills as well as the ability to handle sensitive matters in a confidential manner.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

Mary O'Donoghue, Human Resources Director
Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: July 20, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 10, 2015

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.